

**Superior Court of California,
County of Yolo**

Job Announcement

Administrative Assistant

Recruitment # 15-20

Monthly: \$3,924 - \$4,769

Annually: \$47,083 - \$57,230

CLOSING DATE: Wednesday, November 4, 2015 at Noon

POSITION SUMMARY

The Administrative Assistant performs administrative support and confidential secretarial work for Court Executives and the Judicial Officers. This position is responsible for a wide range of administrative and secretarial tasks characterized by their specialized, complex and confidential nature. This position is “at-will” and FLSA non-exempt. This position is designated Confidential.

ESSENTIAL DUTIES include, but are not limited to:

- Perform routine administrative duties for Court Executives and Judges including independent preparation of correspondence, maintaining calendars, scheduling meetings and conferences and making travel arrangements, review correspondence ensure completeness, accuracy and compliance with procedural requirements.
- Prepare, type and proofread documents (e.g., correspondence, memoranda, reports, forms, opinions, decisions, rulings and instructions) from instructions, drafts, dictation or transcripts.
- Assist in the preparation of agendas, meeting materials and minutes for various committees and meetings.
- Make travel arrangements, maintain travel records for Judicial Officers, Court Executives and other Court staff; assist in preparing travel claims.
- Review and process mail; independently compose responses to routine correspondence.
- Perform clerical duties such as filing, copying, faxing, assembling reports and documents and processing mail; operate a computer and a variety of other office equipment.
- Receive and screen visitors and callers; explain procedures and provide information and/or refer to appropriate staff.
- Maintain administrative files and correspondence files.
- Order office supplies and maintain a variety of office records and files.
- Act as primary contact person for facility service calls which includes managing internal facility management system, interface with web-based facility management systems for the JCC, and primary contact for janitorial requests.
- Establish and maintain effective working relationships and work collaboratively with staff.
- Perform other related work as required. (Essential duties may vary based on Court workload changes and demands)

AN IDEAL CANDIDATE WILL POSSESS THE FOLLOWING AND MEET EMPLOYMENT STANDARDS:

Knowledge of:

- Legal terminology, phraseology, documents and forms.
- Letter and report writing.
- Legal procedures and practices involved in composing, processing, completing and filing legal documents.
- Clerical, financial and legal record keeping practices.
- Public and community relations.
- Correct English usage, spelling, grammar and punctuation.
- Basic mathematics.
- Modern office practices, procedures and equipment, which includes proficiency with computers and Microsoft Office software including Word, Outlook, Excel, and Publisher.
- Working knowledge of court case management system is desirable.

Skill and Ability to:

- Demonstrate a high degree of professionalism and maintain confidentiality
- Strong oral and written communication skills
- Work independently and follow instructions
- Demonstrate good judgment in a variety of situations
- Establish and maintain cooperative working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies and the public
- Organize, prioritize and coordinate multiple work activities
- Act under time pressures and meet critical deadlines
- Prepare clear, concise and accurate reports and records
- Understand and explain legal concepts and procedures
- Prepare legal documents and forms without assistance or advice
- Organize information and manage confidential files
- Take notes/minutes of meetings

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to an associate degree, preferably with major course work in administration, business or a legal field; and two (2) years of experience performing administrative support work.

OR

Three (3) years of increasingly responsible lead clerical, secretarial, or administrative support work experience in a court environment.

Essential skills and experience:

- Computer proficiency and experience with Microsoft Word, Outlook, Excel, PowerPoint, and Publisher
- Customer service skills
- Time management, the ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* -While performing the duties of this job, the employee is required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting.
- *Work Environment* – The noise level and traffic level in the work environment are similar to a busy business office.
- Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is FLSA non-exempt.

BENEFIT PACKAGE

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$511.82 Employee +1: \$1023.13 Employee + 2 or more: \$1329.72. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$43.65, Employee +1: \$78.55, Employee +2 or more: \$128.45.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.

- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost to employees. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years. Accrual increases by 8 hours at the 6, 9, 12, 13, 14, & 15 year marks. Vacation balance is capped at 320 hours.
- Additional benefits include up to 32 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

RECRUITMENT PROCESS:

To be considered for this position, job applicants are required to submit the following by the closing date of this announcement:

- **Completed Yolo Superior Court application form**
- **Resume**
- **Cover Letter**

Human Resources will review applications. Applicants who are successful in the application screening phase may be contacted by phone or email and asked to participate in an oral interview conducted by a panel of subject-matter experts.

Yolo Court application forms are available on the Court's website, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 1000 Main Street, Rm 3501 Woodland CA, 95695. Completed application materials may be submitted in any of the following ways:

- Email to humanresources@yolo.courts.ca.gov
- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 1000 Main St, Rm 3501 in Woodland
- Fax to Court Human Resources at 530-406-6883.

Completed application materials must be received by the Human Resources Department by Noon on Wednesday, November 4, 2015 for consideration.

For more information contact a Human Resources representative at 530-406-6881.